



Richard Woods, Georgia's School Superintendent  
*"Educating Georgia's Future"*

# Georgia Department of Education

Division for Special Education

FY2018 Data Collection

Continuation of Services

Verification Report

Georgia Department of Education  
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Georgia Department of Education  
Richard Woods, State School Superintendent  
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March 7, 2018

## 1.0 Continuation of Services Related Requirements for Discipline

Students with disabilities, even when suspended or expelled, must continue to receive services that allow them to participate in the general curriculum and to make progress toward their IEP goals. This provision of a Free Appropriate Public Education (FAPE) is specifically mandated in IDEA which states “A free appropriate public education must be available to all children residing in the State between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school, as provided for in Sec. 300.530(d)”. Sec. 300.101(a)

The educational and procedural rights for students excluded from school as a result of cumulative disciplinary exclusions *of greater than ten school days* in the same school year are outlined in State Board Rule 160-4-7-.10. One of those rights is for the continuation of services which must begin *on day eleven* of cumulative exclusions in the same school year. “After a child with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under 34 CFR 300.530(d) (services)”. [34CFR 300.530(b)(2)]

If your **district reported incidences of failure to provide FAPE** for cumulative disciplinary exclusions of greater than ten school days in the FY18 Student Record Student Safety collection, **you must complete the Continuation of Services Verification Report no later than August 31, 2018**. Corrections may not be made to the Student Record as the district has already verified by the superintendent’s signature that the Student Record data are accurate.

If your district reported no incidences of failure to provide FAPE for cumulative disciplinary exclusions of greater than ten school days in the FY17 Student Record Student Safety collection, the Continuation of Services Verification Report will state “*No students from your district require additional documentation for continuation of services.*” This statement serves as the verification of continuation of services for your district. **No additional response is required.**

Please note that the failure to provide services to students with disabilities who have been removed from his or her current placement for greater than ten school days in the same school year represents serious noncompliance with federal and state rules and regulations regarding students with disabilities. Once your response to the Continuation of Services Verification Report is received by the Division for Special Education Services and Supports and the data is verified, you will be notified if further action may be required to correct noncompliance. *You may be asked to provide documentation supporting your responses.*

The Continuation of Services Verification Report will be completed in the Special Education Applications Dashboard via the MyGaDOE Web Portal. To meet the requirement for timely and accurate reporting, data **must be submitted on or before August 31, 2018**. You must be provisioned in the role of Special Education Director for your district to access the data collection tool. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

If you have any questions, please contact Carol Seay, Division for Special Education Services and Supports. Dr. Seay may be reached at (470) 218-3244 or [cseay@doe.k12.ga.us](mailto:cseay@doe.k12.ga.us). The Divisions for Special Education Services and Supports will provide any technical assistance that you request to resolve these issues and prevent future noncompliance.

## **2.0 General Information**

### **2.1 General Guidance**

2.1.1 The Continuation of Services Verification Report contains data on students with greater than 10 school days of disciplinary exclusion who were reported as not receiving services beginning the eleventh day of exclusion. *For an individual student, the number of days reported in the data may not represent a cumulative total of all suspension days.* Exclusions reported with “Continuation of Services” indicator of “Y” are not included in this report. The “Y” reported by your district signified that you did provide services to the student during the exclusion period.

2.1.2 Services are not required for the first ten days of exclusion; therefore, all students in the Continuation of Services Verification Report have at least eleven days of exclusion and did not receive services for the days beyond ten days of exclusion.

### **2.2 Definitions**

#### **2.2.1 FAPE – Free Appropriate Public Education**

The term ‘free appropriate public education’ means special education and related services that-

- (A) have been provided at public expense, under public supervision and direction, and without charge;
  - (B) meet the standards of the state educational agency;
  - (C) include an appropriate preschool, elementary school, or secondary school education in the State involved; and
  - (D) are provided in conformity with the individualized education program required under section 614(d).
- (Sec. 300.17 Free appropriate public education)

#### **2.2.2 FAPE Denied Days**

The number of days beyond the tenth day of exclusion for which there is no documentation that services for a student were continued.

A free appropriate public education must be available to all children residing in the State between the ages of 3 and 21, inclusive, including children with

disabilities who have been suspended or expelled from school, as provided for in Sec. 300.530(d). (Sec. 300.101(a))

### **2.2.3 FAPE Denied Reason**

There are three available responses that may be reported when a student does not receive FAPE. They are:

- 1) Parent declined services.
- 2) Services were offered but student did not attend services; compensatory services have been provided. (*Select this option if you offered the services and the student did or did not receive the services.*)
- 3) Services were **not offered**, and compensatory services have **not been provided**. \*

*\*Option 3 will represent a finding of non-compliance for the district.*

## **2.3 Due Date and Contact Information**

2.3.1 If your district reported incidences of failure to provide FAPE for cumulative exclusions of greater than ten days in the FY18 Student Record Student Safety collection, you must respond to Continuation of Services report no later than August 31, 2018.

2.3.2 If you have any questions, please contact Carol Seay, Division for Special Education Services and Supports. Dr. Seay can be reached at (470) 218-3244 or [cseay@doe.k12.ga.us](mailto:cseay@doe.k12.ga.us).

### 3.0 Data Element Detail

Continuation of Services FY Data Collection

[Admin Report](#) > Continuation of Services Data Collection Entry

School Year:  System:

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	FAPE Denied Reason
			Emotional/Behavioral Disorder	M	Black	9	15	5	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please select.</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Please select.</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Parent declined services</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Services were offered but student did not attend services; compensatory s</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Services were not offered and compensatory services have not been provic</div>

#### 3.1 Total Days

The total number of days with a continuation of services flag reported ‘N’ (No) for students with more than ten school days of exclusion (OSS) who were reported as not receiving services beginning on day eleven. For an individual student, the number of days reported in the data may not represent a cumulative total of all suspension days. Exclusions reported with “Continuation of Services” indicator of “Y” (Yes) are not included in this report. Services are not required for the first ten days of suspension.

#### 3.2 FAPE Days Denied

The total number of days beyond the tenth day of exclusion for which there is no documentation that services for a student were continued.

#### 3.3 FAPE Reason Denied

Please choose one of the following options

- 1) Parent declined services.
- 2) Services were offered but student did not attend services; compensatory services have been provided. *(Select this option if you offered services and the student did or did not receive the services)*
- 3) Services were not offered, and compensatory services have not been provided. \*

*\*Option 3 will represent a finding of non-compliance for the district.*

## 4.0 Directions for Accessing and Completing the Continuation of Services Verification Report

### 4.1 My GaDOE Web Portal

The Continuation of Services Verification Report will be completed via Special Education Applications Dashboard in the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

The portal can be accessed through the Georgia Department of Education Website at <http://www.gadoe.org>. The MyGaDOE Login is located at the bottom of the page.



### 4.2 Accessing the Continuation of Services Verification Report

On your homepage, scroll until “SE Applications Dashboard” is displayed on the left-hand side of the page. Dependent upon your portal access, you will see a listing similar to the display below. Select “SE Applications Dashboard” to open the Dashboard.

### 4.3 Accessing the Continuation of Services Verification Report

Your district Dashboard will appear with the Special Education applications. Click on ‘Available for Data Collection’ next to the SE Continuation of Services

**Special Education Applications Dashboard**

School Year: 2018  
 District:

[Update Contact Information for District](#)

District Superintendent:  District SpEd Director:

Application Name	Application Status	Start Date	Close Date	Submitted By	Submitted On
SE Timelines	<a href="#">Submitted Verification Documents Upload</a>	11/18/2015 12:00:00 AM	10/7/2016 12:00:00 AM	<input type="text"/>	11/18/2016 6:21:03 AM
SE Pre School	<a href="#">Submitted</a>	11/19/2015 12:00:00 AM	8/31/2016 12:00:00 AM		6/30/2016 3:42:22 PM
Post Secondary	<a href="#">Submitted</a>	2/1/2016 12:00:00 AM	8/31/2016 12:00:00 AM		5/17/2016 12:08:52 PM
SE Continuation of Services	<a href="#">Submitted</a>	7/26/2016 12:00:00 AM	10/7/2016 12:00:00 AM		8/31/2016 11:13:31 AM
SE PS Transition	<a href="#">In Process</a>	11/18/2015 12:00:00 AM	7/31/2016 12:00:00 AM		2/17/2016 7:57:40 AM
SE Disproportionality Determinations	<a href="#">Available for Data Viewing</a>				
SE District Determinations	<a href="#">Available for Data Viewing</a>				

This will say “Available for Data Collection” – click on the link

### 4.3 Entering Data for Continuation of Services Verification Report

Follow the directions in 4.1 and 4.2 to access the Continuation of Services Verification Report. The application can be completed in more than one session. Follow the directions in Section 4.4 for Saving Data.

4.3.1 Enter data in cell highlighted in blue per data element definitions in Section 2. All other data are pre-populated.

#### Continuation of Services FY 2018 Data Collection

[Admin Repo](#) > Continuation of Services Data Collection Entry

School Year:  System:

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	FAPE Denied Reason
			Emotional/Behavioral Disorder	M	Black	9	15	5	Please select..

Please select..  
 Please select..  
 Parent declined services  
 Services were offered but student did not attend services; compensatory s  
 Services were not offered and compensatory services have not been provi

4.3.2. Select the appropriate response from the drop-down menu provided,

#### Continuation of Services FY 2018 Data Collection

[Admin Report](#) > Continuation of Services Data Collection Entry

School Year:  System:  County ( )

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	FAPE Denied Reason
				F	Black	6	12	2	Services were not offered and compensatory services have
				F	Black	6	13	3	Services were offered but student did not attend services; c
				F	Multi-Racial	10	11	1	Services were not offered and compensatory services have
				F	Black	6	11	1	Services were offered but student did not attend services; c
				M	Black	8	23	13	Parent declined services
				M	Hispanic	9	11	1	Services were not offered and compensatory services have



#### 4.4 Saving the Continuation of Service Verification Report

Data may be saved at any point during the data entry process. Select **Save All** located on the top of the page to retain all data entered. You may save multiple times within the same session. The Continuation of Services Verification Report may be completed in more than one session. Data will be retained if the save function is applied.

Continuation of Services FY 2 Data Collection

Continuation of Services Data Collection Entry

School Year:  System:

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	FAPE Denied Reason
			Specific Learning Disability	F	Black	6	12	2	Services were not offered and compensatory services have
			Specific Learning Disability	F	Black	6	13	3	Services were offered but student did not attend services; c
			Emotional/Behavioral Disorder	F	Multi-Racial	10	11	1	Services were not offered and compensatory services have
			Other Health	F	Black	6	11	1	Services were offered but student did not attend services; c

## 5.0 Data Submission

Click on the Submit button to submit your Continuation of Services report. To be considered a timely submission, your Continuation of Services Verification Report must have an electronic date stamp no later than midnight, August 31, 2018. **You cannot submit your report until data is reported for all students.** The Continuation of Services Verification Report can be accessed and updated multiple times, but once submitted, the report cannot be changed without contacting the Division for Special Education Services and Supports. If you find that you must correct your data prior to the deadline, contact Carol Seay at [cseay@doe.12.ga.us](mailto:cseay@doe.12.ga.us) to reopen your application.

After data submission, you will see a statement at the top of the page providing the name of the individual completing the submission and the date stamp for the submission. Please make a copy of this confirmation for your records.


Continuation of Services FY: Data Collection

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**Continuation of Services Data Collection Entry**

School Year:  System:

Continuation of Services Data Collection for County was submitted by PS Sp Ed Director SE on 7/24/2018



GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	FAPE Denied Reason
									Services were not offered